

**REPORT OF THE AUDIT OF THE  
METCALFE COUNTY  
CLERK**

**For The Year Ended  
December 31, 2003**



**CRIT LUALLEN  
AUDITOR OF PUBLIC ACCOUNTS  
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## **EXECUTIVE SUMMARY**

### **AUDIT EXAMINATION OF THE METCALFE COUNTY CLERK**

**For The Year Ended  
December 31, 2003**

The Auditor of Public Accounts has completed the Metcalfe County Clerk's audit for the year ended December 31, 2003. Based upon the audit work performed, the financial statement presents fairly in all material respects, the revenues, expenditures, and excess fees in conformity with the regulatory basis of accounting described in Note 1.

#### **Financial Condition:**

Excess fees decreased by \$10,113 from the prior year, resulting in excess fees of \$6,354 as of December 31, 2003. Revenues decreased by \$55,144 from the prior year and expenditures decreased by \$45,031.

#### **Deposits:**

The Clerk's deposits were insured and collateralized by bank securities.



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CRIT LUALLEN  
AUDITOR OF PUBLIC ACCOUNTS

The Honorable Donald M. Butler, Metcalfe County Judge/Executive  
The Honorable Carol England, Metcalfe County Clerk  
Members of the Metcalfe County Fiscal Court

Independent Auditor's Report

We have audited the accompanying statement of revenues, expenditures, and excess fees - regulatory basis of the County Clerk of Metcalfe County, Kentucky, for the year ended December 31, 2003. This financial statement is the responsibility of the County Clerk. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for County Fee Officials issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the County Clerk's office prepares the financial statement on a regulatory basis of accounting that demonstrates compliance with the laws of Kentucky, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the revenues, expenditures, and excess fees of the County Clerk for the year ended December 31, 2003, in conformity with the regulatory basis of accounting.

In accordance with Government Auditing Standards, we have also issued our report dated July 15, 2004, on our consideration of the County Clerk's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.



The Honorable Donald M. Butler, Metcalfe County Judge/Executive  
The Honorable Carol England, Metcalfe County Clerk  
Members of the Metcalfe County Fiscal Court

This report is intended solely for the information and use of the County Clerk and Fiscal Court of Metcalfe County, Kentucky, and the Commonwealth of Kentucky and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Crit Luallen", with a long horizontal flourish extending to the right.

Crit Luallen  
Auditor of Public Accounts

Audit fieldwork completed -  
July 15, 2004



METCALFE COUNTY  
CAROL ENGLAND, COUNTY CLERK  
STATEMENT OF REVENUES, EXPENDITURES, AND EXCESS FEES - REGULATORY BASIS

For The Year Ended December 31, 2003

Revenues

State Grants		\$	4,302
State Fees For Services			4,676
Fiscal Court			12,379
Licenses and Taxes:			
Motor Vehicle-			
Licenses and Transfers	\$	228,413	
Usage Tax		404,765	
Tangible Personal Property Tax		490,968	
Overpayments Refunded		592	
Licenses-			
Marriage		2,691	
Occupational		203	
Deed Transfer Tax		16,512	
Delinquent Tax		18,141	1,162,285
Fees Collected for Services:			
Recordings-			
Deeds, Easements, and Contracts	\$	9,979	
Real Estate Mortgages		16,686	
Chattel Mortgages and Financing Statements		31,857	
All Other Recordings		12,508	
Charges for Other Services-			
Copywork and Fax Fees		12,627	83,657
Other:			
Miscellaneous	\$	7,615	
Transferred From 2002 Fee Account To Be Used For Capital Expenditures As Approved By Fiscal Court		7,893	15,508
Interest Earned			2,297
Total Revenues		\$	1,285,104

The accompanying notes are an integral part of this financial statement.

METCALFE COUNTY  
 CAROL ENGLAND, COUNTY CLERK  
 STATEMENT OF REVENUES, EXPENDITURES, AND EXCESS FEES - REGULATORY BASIS  
 For The Year Ended December 31, 2003  
 (Continued)

Expenditures

Payments to State:

Motor Vehicle-

Licenses and Transfers \$ 173,097

Usage Tax 392,627

Tangible Personal Property Tax 187,698

Licenses, Taxes, and Fees-

Delinquent Tax 4,129

Legal Process Tax 8,977 \$ 766,528

Payments to Fiscal Court:

Tangible Personal Property Tax \$ 30,170

Delinquent Tax 1,770

Deed Transfer Tax 15,686

Occupational Licenses 164 47,790

Payments to Other Districts:

Tangible Personal Property Tax \$ 253,462

Delinquent Tax 9,870 263,332

Payments to Sheriff

315

Operating Expenditures and Capital Outlay:

Personnel Services-

Deputies' Salaries \$ 74,610

Employee Benefits-

Employer's Share Social Security 10,167

Unemployment Insurance 1,872

Contracted Services-

Printing and Binding 2,976

Indexing Deed Books 2,100

Computer Lease 13,488

Copier Lease 2,311

The accompanying notes are an integral part of this financial statement.

METCALFE COUNTY  
 CAROL ENGLAND, COUNTY CLERK  
 STATEMENT OF REVENUES, EXPENDITURES, AND EXCESS FEES - REGULATORY BASIS  
 For The Year Ended December 31, 2003  
 (Continued)

Expenditures (Continued)

Operating Expenditures and Capital Outlay: (Continued)

Materials and Supplies-			
Office Supplies	\$	2,897	
Office Equipment		1,313	
Equipment Repair		195	
Other Charges-			
Conventions and Travel		2,269	
Dues		400	
Postage		2,391	
Refunds and Overpayments		2,850	
Uncollected Returned Checks		393	
Miscellaneous		2,288	
Capital Outlay-			
Office Improvements		4,867	
Equipment For Voting Machines		3,009	
		<u>3,009</u>	\$ 130,396
Total Expenditures			<u>\$ 1,208,361</u>
Net Revenues			\$ 76,743
Less: Statutory Maximum			<u>63,753</u>
Excess Fees			\$ 12,990
Less: Expense Allowance	\$	3,600	
Training Incentive Benefit		<u>3,036</u>	<u>6,636</u>
Excess Fees Due County for 2003			\$ 6,354
Payment to Fiscal Court - June 8, 2004			<u>6,354</u>
Balance Due Fiscal Court at Completion of Audit			<u><u>\$ 0</u></u>

The accompanying notes are an integral part of this financial statement.

METCALFE COUNTY  
NOTES TO FINANCIAL STATEMENT

December 31, 2003

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

A fee official uses a fund to report on the results of operations. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fee official uses a fund for fees to account for activities for which the government desires periodic determination of the excess of revenues over expenditures to facilitate management control, accountability, and compliance with laws.

B. Basis of Accounting

Kentucky Revised Statute (KRS) 64.820 directs the fiscal court to collect any amount, including excess fees, due from the County Clerk as determined by the audit. KRS 64.152 requires the County Clerk to settle excess fees with the fiscal court by March 15 each year.

The financial statement has been prepared on a regulatory basis of accounting, which demonstrates compliance with the laws of Kentucky and is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Under this regulatory basis of accounting, revenues and expenditures are generally recognized when cash is received or disbursed with the exception of accrual of the following items (not all-inclusive), at December 31, that may be included in the excess fees calculation:

- Interest receivable
- Collection on accounts due from others for 2003 services
- Reimbursements for 2003 activities
- Payments due other governmental entities for December tax and fee collections and payroll
- Payments due vendors for goods or services provided in 2003

The measurement focus of a fee official is upon excess fees. Remittance of excess fees is due to the County Treasurer in the subsequent year.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the County Clerk's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

METCALFE COUNTY  
NOTES TO FINANCIAL STATEMENT  
December 31, 2003  
(Continued)

Note 2. Employee Retirement System

The county officials and employees have elected to participate in the County Employees Retirement System (CERS), pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement Systems. This is a multiple-employer public retirement system that covers all eligible full-time employees.

Benefit contributions and provisions are established by statute. Nonhazardous covered employees are required to contribute 5.0 percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 6.34 percent for the first six months and 7.34 percent for the last six months of the year.

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65.

Historical trend information pertaining to CERS' progress in accumulating sufficient assets to pay benefits when due is presented in the Kentucky Retirement Systems' annual financial report which is a matter of public record.

Note 3. Deposits

The County Clerk maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to KRS 64.480(1)(d) and KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the County Clerk and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution. These requirements were met, and as of December 31, 2003, the County Clerk's deposits were fully insured or collateralized at a 100% level with collateral of pledged securities held by the County Clerk's agent in the County Clerk's name.

Note 4. Grants

The County Clerk received a local records grant for rebinding, canvas jackets, and record book binders from the Kentucky Department for Libraries and Archives in the amount of \$2,200. Funds totaling \$2,200 were expended during the year. The unexpended grant balance was \$0 as of December 31, 2003.

The County Clerk received a local records grant for salary support from the Kentucky Department for Libraries and Archives in the amount of \$4,400. Interest of \$3 was received. Funds totaling \$2,105 were expended during the year. The unexpended grant balance was \$2,298 as of December 31, 2003.

METCALFE COUNTY  
 NOTES TO FINANCIAL STATEMENT  
 December 31, 2003  
 (Continued)

Note 5. Leases

A. Computer Software

On December 6, 2000, the office of the County Clerk was committed to a lease agreement with Software Management, Inc. for software (CCLIX Full Service – 3 terminal access and delinquent tax.) The agreement requires a monthly payment of \$400 for 60 months to be completed on December 6, 2005. The total balance of the agreement was \$9,200 as of December 31, 2003.

<u>Calendar Year</u>	<u>Minimum Lease Payments</u>
2004	\$ 4,800
2005	<u>4,400</u>
Total	<u>\$ 9,200</u>

B. Computer Hardware

On December 6, 2000, the office of the County Clerk was committed to a lease agreement with Software Management, Inc. for main computer station and two terminals. The agreement requires a monthly payment of \$724 for 60 months to be completed on December 6, 2005. The total balance of the agreement was \$16,652 as of December 31, 2003.

<u>Calendar Year</u>	<u>Minimum Lease Payments</u>
2004	\$ 8,688
2005	<u>7,964</u>
Total	<u>\$ 16,652</u>

C. Copier

On December 3, 2003, the office of the County Clerk was committed to a lease agreement with Better Quality Business System, Inc. for a copier. The agreement requires a monthly payment of \$180 for 42 months to be completed on May 15, 2007. The total balance of the agreement was \$7,380 as of December 31, 2003.

<u>Calendar Year</u>	<u>Minimum Lease Payments</u>
2004	\$ 2,160
2005	2,160
2006	2,160
2007	<u>900</u>
Total	<u>\$ 7,380</u>

REPORT ON COMPLIANCE  
AND ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT  
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS







CRIT LUALLEN  
AUDITOR OF PUBLIC ACCOUNTS

The Honorable Donald M. Butler, Metcalfe County Judge/Executive  
The Honorable Carol England, Metcalfe County Clerk  
Members of the Metcalfe County Fiscal Court

Report On Compliance And On Internal Control  
Over Financial Reporting Based On An Audit Of The Financial  
Statement Performed In Accordance With Government Auditing Standards

We have audited the statement of revenues, expenditures, and excess fees - regulatory basis of the Metcalfe County Clerk for the year ended December 31, 2003, and have issued our report thereon dated July 15, 2004. This was a special report on the County Clerk's financial statement prepared in accordance with a basis of accounting other than generally accepted accounting principles. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Metcalfe County Clerk's financial statement for the year ended December 31, 2003, is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Metcalfe County Clerk's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.



Report On Compliance And On Internal Control  
Over Financial Reporting Based On An Audit Of The Financial  
Statement Performed In Accordance With Government Auditing Standards

This report is intended solely for the information and use of management and is not intended to be and should not be used by anyone other than the specified parties.

Respectfully submitted,

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Crit Luallen  
Auditor of Public Accounts

Audit fieldwork completed -  
July 15, 2004

